

**Town of Stephens City Planning Commission
Minutes
Tuesday, April 29, 2008 (7:30p.m.)**

The Town of Stephens City Planning Commission held the regularly scheduled meeting this month, on Tuesday, April 29, 2008 at 7:30 p.m.

Attendees:

Chairman, Linden “Butch” Fravel, Jr
Commissioner Martha Dilg
Commissioner John Petrie, II
Commissioner Joe Grayson
Commissioner Bill Copp
Commissioner Bob Wells

Absent:

Commissioner Dana Pitts

Staff Present:

Town Planner, Brian Henshaw

Also Present:

Jessica Berchard, Winchester Star
Evan Wyatt, Greenway Engineering
Patrick Sowers, PHR&A

Call to Order:

With a quorum present, Chairman Fravel called the meeting to order at 7:30 p.m.

Mr. John Petrie, II announced to the Planning Commission that would be resigning from the Planning Commission to concentrate on obtaining his Masters Degree and his continued work with the Boy Scouts.

Mr. Bill Copp moved to approve the minutes from March 25, 2008. Mr. Joe Grayson seconded the motion. The minutes were approved.

Ms. Martha Dilg moved to approve the agenda. Mr. John Petrie, II seconded the motion. The agenda was approved.

Public Hearings:

Official Town Zoning Map:

Chairman Fravel called upon Mr. Henshaw give some background to the purpose of the public hearing.

Mr. Henshaw stated that is was a recommendation of the Policy Audit that there be an Official Town Zoning Map that identified the Historic District, Water Source Protection District, the updated zoning districts of all

the parcels within the Town and that the official map had not been updated in years. Through working with the Frederick County GIS (Geographic Information Systems) Department, this is the most accurate display of Zoning as we know it within the Town.

Chairman Fravel opened the Public Hearing. After no one offered any comments, Chairman Fravel closed the Public Hearing.

Mr. Henshaw made a recommendation to table the item at this time as there is still a discrepancy with regard to a reclassification process the Town Council acted on in the fall of 2007.

Ms. Martha Dilg made a motion to table the item. Mr. Grayson seconded the motion. The motion passed 5-0.

Capital Improvements Plan:

Chairman Fravel called upon Mr. Henshaw give background to the Capital Improvements Plan.

Mr. Henshaw briefly presented the details of the Capital Improvements Plan and the narrative. Chairman Fravel mentioned the desire to include the Interchange Justification Study into the CIP.

Chairman Fravel opened the Public Hearing. After no one offered any comments, Chairman Fravel closed the Public Hearing.

After the Public Hearing, Mr. Henshaw briefly walked the Planning Commission through the funded projects for the upcoming year.

Mr. Henshaw also stated he would reduce the Technology amount because two of the four new computers needed for the office have already been produced.

Commissioner Martha Dilg made a motion to recommend approval. Commissioner Copp seconded the motion. The motion was approved 6-0.

New Business:

West Wynd- Lot Line Consolidation:

Mr. Henshaw briefly explained the background behind the West Wynd Lot Line Consolidation and deferred to Mr. Evan Wyatt of Greenway Engineering for further details.

Mr. Wyatt explained the reason for the lot line consolidation and that when Squirrel Lane is vacated it will create a couple of lots, the newly created lots are owned by Ms. Shoemaker.

Commissioner Bob Wells had several questions with regard to the ingress and egress for Sandy Pallet Company and the consolidation of the lots. Mr. Wyatt explained the process that was taking place and explained how the ingress and egress will work with Sandy Pallet Company.

Chairman Fravel also brought up the point that according all the records he has been researching, he could never find anywhere in written documentation that the CSX railroad company has compensated the Town for the Right of Way. Chairman Fravel suggested that this could possibly be utilized for a possible at grade crossing or other potential compensation. Chairman Fravel brought this up so that the Town could maintain the ownership of the Right of Way. Mr. Wyatt stated this act of consolidation would not jeopardize the right of way.

M Commissioner Wells made a motion to approve the consolidation of the lots with CSX identified right of way be held as Town Right of Way. Commissioner Copp seconded the motion. The motion was approved 6-0.

Discussion:

Russell-Stephens City:

Mr. Henshaw gave a brief update where the Russell-Stephens City property rezoning. Mr. Henshaw stated that he and the applicant's representative, Mr. Sowers met with Frederick County School Board Officials about the potential of locating a school on the Russell-Stephens City Property.

Commissioner Wells questioned if this would be a proffer and Chairman Fravel explained that this would part of a proffer that would be utilizing the open space as prescribed by the Newtown Development District. Furthermore it would be creating active recreation opportunities for the Town and its residents as opposed to just having just 15 acres of open space.

Mr. Henshaw added that they have approached the school officials with the idea that we could look into newer design principals such as using less rooftop and building up opposed to out or going "green" with design and build the school with a green roof and other Low Impact Development techniques.

Commissioner Wells expressed concerns about giving up the green space for a school when the school would not be considered green space. Overall it was his concern of not setting a precedent to give up green space for public facilities.

Mr. Henshaw stated the reasoning that this might be the best use because of the growth in the Town and surrounding areas that the Town might be a right location for the construction of a new elementary school.

Commissioner Wells also questioned how the possible location of a school on the site came up. Mr. Henshaw stated that through meeting with the applicant, the Town suggested the application.

Mr. Henshaw also presented an update on the where the developers are with regard to routing the sewer to the north. The applicants have provided the Town with an initial sewer study with the limitations to routing the sewer to the north. Mr. Henshaw stated that the Town has taken the study into account and the Town Engineer and he has advised to the applicants and consultants of the applicant to explore alternatives to figure out a solution that would address the entire sewer shed.

Chairman Fravel had concerns about the county approving plans that would be dumping into the existing failing system within the Commonwealth Business Park and yet Town being required to pump sewer back

through the Town. Chairman Fravel stated strong concerns about the ability for expansion and in the northern portions of the Town and was strongly for limiting the number of pump stations. Commissioner Wells agreed with Chairman Fravel's concerns.

Mr. Henshaw stated this is part of his role as the Town Planner as well as the Town Engineer to get these details worked out prior to bringing the completed application to the planning commission for recommendation to the Town Council. He also stated that these are all concerns that are being addressed with the applicants and this study is not the final result.

Invitation to Frederick County for Joint Committee:

Mr. Henshaw briefly explained that this is a draft letter per the Council directions.

Chairman Fravel offered some minor editorial comments that the Planning Commission generally agreed with.

Mr. Henshaw said he would take these comments into account and make some editorial changes prior to the Town Council meeting.

Adjourn:

Commissioner Bob Wells moved to adjourn and Commissioner Joe Grayson seconded the motion. The motion was approved.

Chairman Fravel adjourned the meeting at 8:14 p.m.